

UNITED STATES MARINE CORPS  
Logistics Operations School  
Marine Corps Combat Service Support School  
PCS BOX 20041  
Camp Lejeune, North Carolina 28541-0041

**STUDENT HANDOUT**

**LOGISTICS/EMBARKATION SNCO/NCO COURSE**  
**TEAM EMBARKATION OFFICER COURSE ORIENTATION**

PURPOSE: To provide orientation for the Logistics/Embarkation SNCO/NCO Course and the Team Embarkation Officer course.

STUDENT REFERENCES:

1. Student Outline C101-1
2. Student Handout C101-2
3. Student Handout C101-3

OUTLINE:

1. INTRODUCE INSTRUCTORS. If you would turn your attention to

EMBARK C101-1 (02-99)

the rear of the classroom, I would like to introduce this course's instructor staff.

## 2. COURSE OVERVIEW

a. Inventory Examinations, and Introductory Lessons.  
Today we will check you in and verify your mathematical and reading abilities with inventory examinations. Additionally we will get you started with some introductory lessons and provide you a hand full of Self-Paced Instructions (SPI's).

b. Files and Publications

c. Equipment Characteristics. This portion covers the following subjects:

- (1) Amphibious Ships
- (2) Landing Craft & Amphibious Vehicles
- (3) Amphibious Vehicles
- (4) USMC Aircraft
- (5) Naval Beach Group (NBG) Assets (Key event is the NBG tour)

d. Amphibious Embarkation Planning. This portion covers the following subjects:

- (1) Organization of the MAGTF
- (2) Preparation of Supplies and Equipment for Embarkation
- (3) Marine Corps Equipment Characteristics File
- (4) Doctrinal Concepts of Amphibious Operations
- (5) Landing Plan
- (6) Amphibious Embarkation Planning
- (7) Ship-to-Shore Control Organizations
- (8) Amphibious Training Demonstrator (ATD) (key event)
- (9) Transportation Planning & Operations (Movement Control)

e. MAGTF Deployment Support System II (MDSS II)/Logistics Application for Marking and Reading of Symbols (LOGMARS). We will spend about five days learning MDSS II and LOGMARS.

f. Combat Loading Amphibious Ships with CAEMS Documentation.

This portion contains the following:

(1) LSD Illustrative Problem. The LSD illustrative problem teaches vehicle loading principles. You will first manually (cut & paste) prepare your load plan. Then use your manual load plan to complete your first CAEMS load plan which will provide you an opportunity to practice all your ship loading skills in a unweighted exercise.

(2) LPD. The LPD P/E provides you CAEMS and will be used to template and document the your LPD load plan. This P/E is a graded event.

(3) LHA. The final ship loading examination consists of a five day LHA problem. This is also a graded exercise.

(4) LHD. The introduction to the LHD provides an introduction to this newer class of ship.

g. Embarkation Phase (as in PERMA). This portion covers the following subjects:

(1) Amphibious Embarkation Documentation

(2) Embarkation Plan

(3) Staging Plan

(4) Duties of the Team Embarkation Officer (TEO) and Combat Cargo Officer (CCO)

(5) Boarder Clearance (Customs and Agriculture)

h. Strategic Mobility. This portion starts off with guest instruction from the Armed Forces Staff College on Joint planning and operations. This portion includes a Strategic Mobility Multiple Choice Examination and Air Load Planners Practical Loading Examination and Multiple Choice Examination. This

portion of the course also covers the United States Transportation Command (USTRANSCOM), its Transportation Component Commands (TCC's), and other related strategic mobility subjects.

(1) USTRANSCOM

(2) Related Strategic Mobility Subjects

(a) Duties of the Traffic Management Officer (TMO)

(b) Ships of Ready Reserve Force (RRF)

(c) Trim, Stress & Stability

(d) Joint Logistics Over the Short (JLOTS)

(e) Containerization

(f) Water Terminal Operations

(g) Maritime Pre positioned Force (MPF)

(h) Installation, Seaport, and Airport Throughput Information

(i) Military Standard Transportation and Movement Procedures (MILSTAMP) (Unit Moves)

(j) Motor Transport Operations

(k) Transportation Coordinators Automated Information Management System (TC-AIMS)

(l) Joint Operation Planning and Execution System (JOPES)

(m) MAGTF War Planning System II (MAGTF II)

(3) Air Mobility Command (AMC). This portion includes the AMC affiliation load planning course which teaches you how to load plan C-130, C-141, C-5, C-17, and KC-10 aircraft. This training is presented by a Tanker Airlift Control Element (TALCE) from Dover AFB and includes a static loading exercise on a C-141 and an examination. This training certifies you to

sign a AMC  
aircraft load plan. You will also receive lessons on:

- (a) Hazardous Cargo
- (b) Airlift Requests
- (c) Computer-Aided Load Manifesting (CALM) System
- (4) Embarkation Inspections

i. Combat Service Support (CSS). This portion covers the following subjects:

- (1) Landing Support
- (2) Computing Class I, III, and V Requirements Examination
- (3) Various CSS Lessons
- (4) Combat Service Support (CSS) Multiple Choice Examination

3. ADMINISTRATIVE REQUIREMENTS. The admin office takes care of personnel or pay matters. Any problems still existing with your orders should be coordinated with the class or assistance class commander. There is certain information you will need to know while attending the course. These are as follows:

a. Electronic Mail (EMAIL). An EMAIL capability is provided via the Command's Local Area Network. To access the LAN, log on as TGUEST (Password: GUEST) on any networked PC in the Command. For more details ask an instructor.

b. Liberty. Liberty normally commences at the end of each class day. If you have a problem while on liberty immediately notify the Duty at 450-0779.

4. CLASSROOM REQUIREMENTS. The classroom requirements are as follows:

a. Senior Officer or SNCO. \_\_\_\_\_ has been designated as student class leader.

b. Class Attendance. Each student is responsible for informing the class leader and the student class leader of their whereabouts at all times. Absence from class is not authorized unless approved by the class leader.

c. Reference Materials. On your desks you will find all the reference materials required throughout the course. You will sign for these, so keep track of them. If you need any reference materials other than those provided, check with an instructor or myself and we will try to assist you. Return checkout materials prior to graduation. Calculators are necessary, if you do not have a calculator buy one now.

d. Military Appearance. We are all professionals here so I know we all know how to maintain a neat military appearance at all times.

e. Police of Classrooms. It is requested that each student help by assuming his/her responsibility for the cleanliness of the area around your desk.

f. Food and Beverages. Only beverages may be consumed in the classroom. Beverages must be in a spill proof cup or regular bottle or can. No open top coffee cups. Items such as sandwiches, candy bars, etc., will be consumed outside the classroom.

g. Smoking. Smoking is not permitted in the building. Smoking is permitted outside the building only.

h. Smokeless Tobacco. The chewing of any type of smokeless tobacco is not authorized in the classroom or building.

i. Classroom Security. If you are the last out, lockup the classroom. Lockup procedures are posted on the bulletin board.

j. Fire Evacuation Plan. The fire evacuation plan is posted on the bulletin board.

5. COURSE EVALUATION PROGRAM. While attending the course, you will be asked to comment on the course.

a. Student Evaluation. As a student you will be requested to evaluate course material using two basic forms.

(1) Option 1. This form will be used to rate each lesson. At least four students within the class will be assigned by the student class leader to complete the form (one on each side of the room). When completed these forms will be put in the collection box located in the back of the classroom.

(2) Option 2. This form is available on the bookshelf in the back of the classroom. If you have a comment about a given lesson, use the form and put your "constructive" comments down in writing. Then, put the form in the "turn-in homework box" or give it to the class leader.

b. Student End-of-Course Critique. The student end-of-course critique form will be used at the end of the course to comment on the instruction, administrative problems, support, or other matters. BE OBJECTIVE.

6. ACADEMIC ADVISORS. Tomorrow we will split the class into 3 - 6 groups and seat you according to your group. We will also assign an instructor as an academic advisor to each group. This academic advisor will be the group's academic point of contact.

7. COURSE REQUIREMENTS. Student Handout C101-2 contains information concerning:

a. Mastery (SPI, P/E & P/A, M/C Examinations, and Quizzes)

b. Graded Events

c. Mastery Checklist

d. Honor Graduates

e. Fitness Report

8. READING/STUDY ASSIGNMENTS. Student Handout C101-3 provides a list of reading/study assignments.

9. PHONE NUMBERS. The Logistics Branch phone numbers are included in your handout.